Managing User Data - Find User

Administrators have the authority to display, change, copy, delete, lock and unlock other company Users. To execute these functions navigate to the Administration tab select the Find User sub tab.

Find User

To manage an individual user's data it is necessary to locate the user.

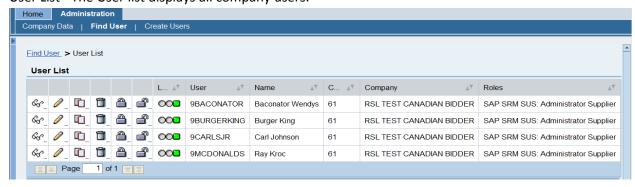


To find an individual user Administrators can search using any of the fields listed:

- First Name
- o Last Name
- o User Name
- Email Address

A wildcard search may be performed in any of the fields by entering a partial entry followed by an asterisk (*) or a partial entry surrounded by asterisks. Additionally an Administrator can see the entire list of company users by simply selecting the Find button.

User List - The User list displays all company users.



The icons to the left of each user name are to execute the following tasks:

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Icon	Function
&_	View – this feature will display the user information.
<i>P</i> _	Change – this feature allows the administrator to modify a user information.
	Copy – this feature duplicates the user account.
	Delete – this feature will delete the user account.
a _	Lock – this feature will disable the user account
_ _	Unlock – this feature will enable the user account.

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